The Pipeline

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Results Are in on Retirement Survey of CFC Staff

by Pam Fries Cabinet for Families and Children, Communications

The CFC Office of Program Support sent out 1,476 survey forms in August to employees with 22 or more years of service. The purpose of the survey was to get a general idea of how many CFC employees expect to retire in the next two to three years so leaders and managers can prepare for the loss of retirees' expertise and institutional knowledge.

About half of the 1,476 surveys were returned. According to the responses, a minimum of 257 employees plan to retire in 1999, 108 in 2000, and 403 in 2001 and beyond.

"Since the survey was anonymous, we don't know the specific people who are planning to retire, but we do know which positions will be affected in each region," said Cookie Whitehouse, internal policy analyst chief for OPS. "This information will help us determine where we will need to hire staff to avoid overburdening employees who remain and to determine training needs," Whitehouse said. "It also shows us where promotional possibilities might exist for positions that will need to be filled."

Whitehouse emphasized that the survey probably indicates the minimum number of retirements to expect throughout the state.

Health Services Readies for MARS Launch

by Gil Lawson Cabinet for Health Services, Communications

More than 250 CHS employees gathered Dec. 18 for a preview of the cabinet's MARS launch.

This blast-off won't take anyone to the red planet, but it should streamline the cabinet's financial and administrative systems. MARS is an acronym for the state's new Management Administrative and Reporting System and is part of EMPOWER Kentucky's Simplified Administrative Services Project.

The meeting at the Holiday Inn Capital Plaza featured an explanation of the changes MARS will bring and introduced the cabinet's implementation team to the audience. Though the meeting was the official "kickoff" for MARS in the Cabinet for Health Services, a number of steps toward implementation of the new system have already taken place, including an analysis of processes and activities performed in the current system, and an assessment of hardware and software needs.

Employees will start noticing the changes in the next six months as the July 1 implementation date approaches.

MARS will replace a number of systems, including STARS and KAPS, resulting in a totally electronic purchase process. Among the benefits of the new system will be automated budget preparation, web-based travel vouchers and improved data access and reporting capabilities.

More information about the CHS MARS system will be available to employees in the upcoming weeks on the cabinet's web page.



Members of the cabinet's MARS Implementation Team

Pictured above left to right:

Roger Smiley, Workforce Transition Lead, 564-2157
Marcia Morgan, Organizational Design Lead, 564-2781
Arch Carr, Policies and Procedures Lead, 564-8890
Tom Riffe, Technical Lead, 564-6478
James Driver, Training Lead, 564-2781
Barbara Rutledge, Communications Lead, 564-2781
Julie Benedict, Change Management Lead, 564-2781
Miles Murphy, Agency Implementation Lead, 564-7716
Jack Royalty, Agency Liaison Manager, 564-1238 x4424*

Central Office Notes and Activities

- The aerobics program meets every Tuesday and Thursday at 5 p.m. If you have questions, call Beth Bates at 564-7736.
- ✓ A retirement reception to honor Dorothy Schroeder will be hosted by her co-workers at the Division of Mental Retardation Services, and all her friends are cordially invited. The reception is planned for Jan. 22, 2 − 4 p.m., at 100 Fair Oaks Lane in the large conference room on the 4th floor. Contact Alberta Cohorn at 564-7702 for additional information.
- ✓ Beginning Feb. 16 and 18, the Community Health Branch and CFC's Employee Services will offer the 12-week Cooper-Clayton Program to Stop Smoking. Sessions, for employees who work in the CHR building, will be held twice a week. There is no charge for attending the program. Participants, however, must purchase their own nicotine gum or patches. Call Debbie Cummins, 564-7996, by Feb. 12 to enroll or get more information.
- ✓ A national teleconference designed to help grandparents learn to become parents to their grandchildren is scheduled for Jan. 12, and all Franklin County-area grandparents are invited to participate. A broadcast of the teleconference, along with panel discussions, workshops and other activities, will be hosted by CFC's Office of Aging Services. The event will be held in the Distance Learning Center on the third floor of the Health Services Building, 1:30 4:30 p.m., and is free but reservations are requested. Call the Office of Aging Services at 564-6930.



Winter Get-aways Available

by Margaret Davis Harney Cabinet for Families and Children, Communications

If the hustle and bustle of the holiday season has left you wishing for a little time away from it all, just when your finances are at low tide, the Department for Parks has just the deal for you.

Through Commonwealth Connection, a special leisure travel rate available to all government employees through March 31, 1999, lodge rooms at state resort parks begin at \$35 for up to four guests. Reservations may be made for up to one month in advance at 1-800-255-PARK. •

Cafeteria Service to Return to CHR

by Margaret Davis Harney Cabinet for Families and Children, Communications

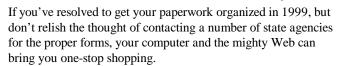
Cafeteria service is scheduled to return to the CHR complex January 15 under management of S&E Foods, Inc., a local company owned by Steven Jackson and Eric Hysett. Hysett said the new cafeteria's name will be chosen through a contest, which he plans to announce soon.

Hysett said he and Jackson will provide a full-service facility, opening for breakfast at 7 a.m. and serving sandwiches continuously until 3 p.m. They will also offer a hot lunch, called the Daily Special, for \$3.25. Take-home orders will also be available if called in by 3 p.m., and catering services will be available for any event, in-house or private, including meetings, parties and weddings. Meetings, catered or not, continue to be welcome in the cafeteria, but should now be scheduled through S&E at 875-5300.

A menu has been posted on the bulletin board just inside the cafeteria entrance. It includes breakfast platters for \$2.70 and \$3.05, an a-la-carte breakfast menu, deli sandwiches for \$2.50, subs and club sandwiches for \$2.99, and grill items from \$1.50 to \$2.99. Baked potatoes with a variety of toppings, soups and chili, and a salad bar will also be offered. The menu will be expanded over time, Hysett said, and suggestions from customers are welcome. ❖

State Forms Are on the Web

by Margaret Davis Harney
Cabinet for Families and Children, Communications



Everything from tax forms (federal as well as state) to applications for birth certificates can be found at one site: http://www.state.ky.us/kyforms.htm

Among other items at the site are charitable gaming forms, a state phone directory, and a membership application for the Kentucky Historical Society.

The goal of the site is to consolidate all state forms and on-line services in one place, providing easy access even when the agency in charge of the service isn't known. It's hosted by the Department for Information Systems, and is also linked to the main state page as a button titled "Online Forms and Services."



Escalator Incident Draws Attention to Safety

by Gil Lawson Cabinet for Health Services, Communications

Cabinet for Families and Children employee Vicki Mackey was standing on the escalator going from the 4th floor to the 5th floor when she felt a tugging at her shoe. Her shoe became caught in the escalator and was pulled off her foot. The escalator stopped working but not before it tore a large

hole in the bottom of her shoe.

Fortunately for Vicki, she escaped with a bruised toe and was not seriously hurt. But the Dec. 21 incident did call attention to escalator safety issues in the CHR Building. Here are a few safety tips from the U.S. Consumer Product Safety Commission for preventing injuries on an escalator. (It should be noted that Vicki was not doing anything wrong or unsafe. The escalator managed



to grab hold of her shoe for unknown reasons.)

- ➤ Loose shoe laces, drawstrings, scarves and mittens can get trapped inside escalators. Some makers of children's clothing have agreed to remove drawstrings from the necks and hoods of children's garments. If your child's clothing still has drawstrings, remove them.
- Always hold children's hands on escalators and do not allow them to sit or play on the steps.
- Do not bring children onto escalators in strollers, walkers or carts.
- Always face forward and hold the handrail.
- Avoid the edges of steps where entrapment can occur.
- ➤ Learn where the emergency shut-off buttons are in case you need to stop the escalator.

The escalator between the 4th and 5th floors was repaired and inspected. All of the escalators in the CHR Building have recently been inspected and meet state codes, according to building Superintendent John Mynhier.

Any problems with escalators or elevators should be reported to Building Services at 564-2640. Problems with elevators in the Health Services Building should be reported to Don Mitchell at 564-2495. •

Pipeline, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for *Pipeline* are due by 4:30 p.m. Tuesday; items for intercom announcements are due by 4:30 p.m. Monday. Call (502) 564-6786 or send information to Patricia Loman at <a href="mailto:ploading-